

The Office of the Chief of Protocol presents its compliments to the Foreign Embassies, Consulates, and Missions stationed throughout the United States of America. The Office of the Chief of Protocol would like to remind all Missions and Consulates of the following when submitting Port Courtesy and Airport Escort Screening requests:

- Port Courtesies will only be provided to the following qualified individuals:
  - Chiefs of State/Heads of Government (and their traveling parties)
  - First Lady/Spouse of Chief of State/Head of Government
  - Former Chiefs of State/Heads of Government (and their traveling parties)
  - Cabinet Minister/ Secretary (and their traveling parties)
  - Deputy Cabinet Minister/ Deputy Secretary (and their traveling parties)
  - State Secretary
  - Members of Royal Families
  - Members of Parliament/Legislature/Congress
  - Governors
  - Mayors
  - Chiefs of Mission *accredited to the United States*
  - Chiefs of Mission - designates
  - Spouse of Chief of Mission posted in the United States
  - Permanent Representative to the United Nations
  - Highest Judicial Tribunal Justices (and their traveling parties)  
*(example - U.S. Supreme Court Justices)*
  - High-Ranking Foreign Military Officers not posted to an Embassy or Consulate
  - Other High-Ranking Officials as designated by the Office of Chief of Protocol at the Department of State

*\*\*It is important to note, children not flying with the qualifying dignitary are not eligible for port courtesy services.*

- Port Courtesies should be submitted a minimum of three business days in advance of the arrival date. This is critical to ensure adequate time to file the necessary paperwork with the various U.S. government agencies throughout the United States. Port Courtesy requests should be submitted **before** 4 p.m. Eastern Standard Time (EST), Monday through Thursday and **before** 3 p.m. EST Friday. Requests submitted after hours, on the weekends (Saturday or Sunday), or during a U.S. government holiday will be processed the next business day. If an unexpected request develops within the three business days or during the weekend/holiday, the corresponding Embassy should call 202-647-4074 between 8 a.m. and 5 p.m. EST to request assistance; after 5 p.m. EST or on weekends and holidays the Embassy should call 202-997-4923 or e-mail [portcourtesies@state.gov](mailto:portcourtesies@state.gov). Protocol cannot guarantee that requests submitted less than three business days before the arrival date will be honored.
- To make changes or amend a port courtesy request previously submitted please contact the Protocol Office, Port Courtesies desk at 202-647-4074 from 8 a.m.-5 p.m. EST or 202-997-4923 (after 5 p.m. EST and weekends only) and ask for the request to be “Returned to Mission” (please include the transaction identification). Please do not submit a new port courtesy request.

- Please note, once a port courtesy request is submitted, the Protocol Office is unable to see any changes or additions in the remarks section; please contact the Port Courtesy Officer at 202-647-4074 (during office hours) if you need your request returned for updating.
- If armed security personnel are accompanying a dignitary requests must be submitted three business days in advance of the arrival date.
- Please do not include armed security agents in the companion section.
- Please include all personnel traveling with the dignitary in the original port courtesy request. Please do not send separate requests.
- The dropdown menu has been updated for titles; please review the extend option list. If the correct title is not listed in the drop down menu, select “Other” and then type the corresponding title.
- For private aircraft arrivals please include the private airport destination, fixed based operation (FBO), of where the aircraft will be stationed/parked (for example, Landmark or Signature airports) in the remarks section of the port courtesy request.
- Arrival and departure times should be inputted using the 24-hour clock.
- The Office of Foreign Missions (OFM), Airport Escort Screening Courtesies Program (AESC) assigns - to Cabinet-level officials or above - a Department of State escort officer who is authorized to assist dignitaries with their

departure(s) from certain airports in the United States. Airport Escort Screening courtesies are provided for domestic departure/transit flights and international departure flights. If the dignitary is eligible for this program, please submit an Airport Escort Screening Request form, which can be found at <http://www.state.gov/ofm/esc/> to [EscortScreening@state.gov](mailto:EscortScreening@state.gov), at least three business days in advance of the departure date. Please direct questions to the OFM at 202- 895-3500, extension 4.

- An Airport Escort Officer will contact the point of contact listed on the form, at least 24 hours prior to the schedule departure.
- A State Department Protocol Representative is present at the airport only when a current President, Prime Minister, King, or Queen flies into Washington Dulles International Airport, Ronald Reagan National Airport, Andrews Air Force Base, or Washington, D.C., Union Train Station.

Department of State,

Washington, May 28, 2014.

A handwritten signature in blue ink, appearing to be a stylized 'J' or 'S'.